

PREDEFINED FORMS DISKETTE

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For limited warranty information on this product, consult the limited warranty contained within the FORMS GENERATOR manual. The same warranty conditions, limitations and exclusions apply to the PREDEFINED FORMS DISKETTE.

The PREDEFINED FORMS DISKETTE contains a number of forms that are ready to use with FORMS GENERATOR. After you load FORMS GENERATOR, wait for the menu screen to appear, and insert the PREDEFINED FORMS DISKETTE into the drive. You can now use the LOAD option to load any of the forms from the diskette. Each form has two versions, a graphics version and a text version. Following is a brief description of each form:

STMNT.FRM: This is the statement form for the graphics printing mode (this form should not be printed using the text mode). Enter information as the form requests it. As you enter data, the balance column is used to temporarily hold values that the form will use later, so this column will not contain the correct values until you have finished entering data. When you've entered all the data for the statement, press RETURN by itself to the DATE, INVOICE#/DESCRIPTION, and CHARGES sections. The form will then make the final calculations. In general, whenever you have finished entering data on a form that contains more lines, you can skip the remaining lines (and tell the form to move to the next calculations) by pressing RETURN by itself when a numeric input is requested.

STMNT2: This is the text version of the above for use in the TEXT mode when printing (for non-graphics printers).

PURCHS.FRM: A purchase order (graphics version). Enter data and press RETURN by itself to the QUANTITY input when finished entering data. The shipping rate can be change at the bottom of the screen to the desired percentage. Use the EDIT command from the main menu to change the percentage.

PURCHS2.FRM: Text version of above.

MEMO.FRM: A memo form for the graphics mode.

MEMO2.FRM: Text version of above.

SALES.FRM: Sales order (graphics version). Press RETURN by itself at when at the QUANTITY input when you have finished entering data. The % can be changed at the bottom of the form for a different shipping rate.

SALES2.FRM: Text version of above.

JOBWORK.FRM: Job work form (graphics mode). Press RETURN by itself for each description line that you want to skip. Press RETURN by itself for the QUANTITY input when finished entering materials, and RETURN by itself for the HRS when done entering LABOR data.

JOBWORK2.FRM: Text version of above.

PROPSL.FRM: Proposal (graphics version). Enter data as required, pressing RETURN by itself to skip a line.

PROPSL2.FRM: Text version of above.

Questions, comments or suggestions? Please write to Twenty-Fifth Century, P.O. Box 8042, Long Island, NY 11802.

VERSION 2 ENCLOSED!!! 01-14-88
Includes job invoice forms, JOBINV.FRM and JOBINV2.FRM.
STMNT.FRM and STMNT2.FRM have been improved and work
somewhat differently than described on sheet: The BALANCE
column now WILL contain the correct values during entry.